

# FORM - F

## INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached as your petition, or you may submit your own petition if it is identical to the form provided by the Lieutenant Governor's Office. In either case, all forms must be typed. Forms can be xeroxed.

### SUBMIT THE FOLLOWING FOR A CHANGE OF NAME:

- 1) The **PETITION**, one (1) original only, within 30 days of the notarized signature. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files. (Original will NOT be returned).
- 2) The **NOTICE OF CHANGE OF NAME**, one (1) original only.
- 3) The **ORDER**, one (1) original, plus five (5) copies.
- 4) A **certified copy** of your original birth certificate not older than 90 days prior to submission, original Naturalization Certificate or alien registration card.
- 5) One (1) **FACT SHEET**.
- 6) Copy of a prior name change decree, adoption decree, guardianship documents, marriage certificate, divorce decree, death certificate, **and/or** paternity documents when applicable.
- 7) **Filing fee**. Money order or check made payable to the "Office of the Lieutenant Governor" in the amount of \$100.00. Cash is accepted when you hand carry your documents.
- 8) Notarized Consent of non-petitioning parent for Forms E and F ONLY.

**A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.**

The first thing you must do in order to legally change your name is to type in the information requested in the **PETITION**. Make sure that you fill in all the information requested. Detailed instructions are provided as follows:

- (1) This is the official heading. Type in your **full, legal name** of the parent filing the Petition. Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of."
- (2) Type the full, legal name of the parent filing the Petition.

- (3) Type “his” or “her” depending on who is filing the Petition.
- (4) Type in all the information requested by the Petitioner. Type Petitioner’s father’s full name and mother’s first name and maiden name.
- (5) Type Petitioner’s name that appear on the birth certificate or certificate of naturalization.
- (6) Type all other names Petitioner has used or is using.
- (7) Type the full, legal name of non-petitioning parent and their residence address.
- (8) Type in Petitioner’s current State of residence. For those locations where there are no street addresses, P.O. Boxes are allowed but please describe the general location of residence.
- (9) Type in the names of Petitioner’s minor children even if their names are not being changed.
- (10) Check the appropriate response. If Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (11) Type the new name exactly as you want it spelled.
- (12) Type the full, legal name of Petitioner and each minor child and then the new name exactly as you want it spelled.
- (13) Type the date, either at the time you have it notarized or before you have it notarized. If you date it after the date it is notarized, it will not be processed. Type in the city.
- (14) Sign the petition in your full, legal name exactly as it is typed in the heading. Do not use initials or nicknames in the signature. Type the County followed by Petitioner’s full, legal name.
- (15) Sign the petition in black ink in front of the notary. Do not use initials or nicknames, sign your full, legal name. The notary will complete his/her portion of this page.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **NOTICE OF CHANGE OF NAME.** At the upper left hand corner, type your name and address in the space provided. Type Petitioner’s legal name in the heading exactly as you did on the Petition. Type the child’s full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after “for and on behalf of”. Type Petitioner’s full, legal name in the next two blanks followed by the full, legal name of the minor child and then the name as you wish it changed to. Type the name of the newspaper which will publish the name change.



Submit one (1) original of NOTICE OF CHANGE OF NAME, copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper and an affidavit executed within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The petitioner must make sure the newspaper will mail the AFFIDAVIT of publication to our office within sixty (60) days of publishing and a copy of the AFFIDAVIT to you for your files. If we do not receive an AFFIDAVIT from the newspaper at the end of sixty (60) days, we will assume that you did not have the change of name published and your Petition will be voided. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

- 2) **ORDER.** Type in petitioners name, address and phone number in the space below “After Recordation”. Type in petitioners full, legal name, one on each line after “In the Matter of the Petition of”. Type the child’s full, legal name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after “for and on behalf of”. Type the petitioner’s and child’s full, legal name exactly as it appears in the heading, and then the name you want it to be changed to. We will fill in the dates of publication. Submit one (1) original and five (5) copies of the **ORDER** to our office along with the **PETITION**.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER (See H.R.S. 574-6b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

Mail the documents to:

Office of the Lieutenant Governor  
P.O. Box 3226  
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor  
State Capitol  
415 South Beretania Street, 5th Floor  
Honolulu, Hawaii 96813

For additional information, call 586-0255.



## REMINDER/CHECK OFF LIST

### REMINDERS

- \_\_\_\_\_ The name of the Lieutenant Governor is James R. Aiona, Jr.
- \_\_\_\_\_ Petitions with liquid paper corrections must be initialed by the notary.
- \_\_\_\_\_ Xerox at least (2) copies of the notarized copy of the petition (please retain these copies for your files).
- \_\_\_\_\_ Signature in FULL (first, middle & last names). DID YOU SIGN YOUR NAME ON BOTH (2) SIGNATURE LINES BEFORE A NOTARY?

### CHECK OFF LIST

Please be sure that the following items are included when submitting the name change documents to the Lieutenant Governor's Office.

- \_\_\_\_\_ **Birth Certificate**(original, certified, not older than 90 days prior to submission) original Naturalization Certificate or Alien Registration Card. (Foreign birth certificates must be translated into English).
- \_\_\_\_\_ **Petition**(original) that has been notarized no longer than 30 days prior to submission. Make two (2) copies of petition after it has been notarized. Retain a copy for your files.
- \_\_\_\_\_ **Fact Sheet.**
- \_\_\_\_\_ **Orders** (original plus five (5) copies).
- \_\_\_\_\_ **Notice of Change of Name.**
- \_\_\_\_\_ **Filing fee.** Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00. Cash is accepted when you hand carry your documents.
- \_\_\_\_\_ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (Xeroxed copies acceptable).
- \_\_\_\_\_ Notarized consent form, if applicable for FORMS E and F only.
- \_\_\_\_\_ Submit a self-addressed legal size envelope of 32¢ and a self-addressed envelope of \$1.01.

### NOTE:

In order to prevent these documents from being sent back to you for corrections, please proof-read and check the documents for accuracy before you send it to our office.